

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 6 May 1958

FROM : Chief, Orientation Faculty, IS

SUBJECT: Weekly Activities Report #18, 30 April - 6 May 1958

## Summary

1. The Orientation Faculty completed a special series of briefings for two JOTs.

2. The Chief, OF, has scheduled a series of briefings and tours for the staff during the next two weeks that will include [redacted] the General Counsel's Office and a tour [redacted]

### 1. Significant Items:

Nothing to report

### 2. Other Activities

#### A. Intelligence Orientation

1. [redacted] has notified all speakers for I. O. #21, and expects to have the final schedule completed by the end of this week. A few of our regular speakers will not be available because of military leave and other conflicts, and we are in the process of finding suitable substitutes.

2. [redacted] is revising the IAC Chart contained in the student manual to show more clearly current inter-agency relationships and recent committee changes.

#### B. JOT Briefings

The staff has completed a three-day series of briefings for [redacted]

Each staff member participated in one of more of these briefings which consisted of:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

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The JOTs were also assigned portions of the reading material used in the regular I.O. They appeared to be attentive and interested and seemed to have obtained as good an understanding of the Agency and its functions as possible in such a limited time.

C. Exhibits

Collection Division, to plan a new exhibit. The division has been recently reorganized and wishes to emphasize in its new presentation its responsibilities for overt collection from government sources.

D. Special Briefings

The staff is resuming its in-service training program. The following have been scheduled:

1. Tour of FI/RI
2. [redacted]
3. Briefing of the General Counsel's Office
4. [redacted]

E. Miscellaneous Activities

1. [redacted] is instructing in the Writing Workshop which began 5 May. He is also participating in a series of briefings for a Colonel [redacted]
2. [redacted] attended one of a series of Security Indoctrinations, now being given in 117 Central Building.
3. [redacted] is attending periodic sessions of the USIA course in "American Civilization" for the purpose of obtaining ideas and material for our American Thesis seminars. [redacted] have already revised some of the questions used in the American Thesis, on the basis of the material which [redacted] brought back from his visit to USIA last week.

3. Personnel Notes:

A. [redacted] received a rating of "Superior Potential as a Briefer" in the Effective Speaking course he recently completed, the highest rating given. He also received a rating of "Excellent" in Speaking Habits and "Superior" in Speech, Organization, and Content.

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